

**To:** Harrison, Melissa[Harrison.Melissa@epa.gov]; Purchia, Liz[Purchia.Liz@epa.gov]; Slotkin, Ron[slotkin.ron@epa.gov]  
**From:** Gray, David  
**Sent:** Sun 8/9/2015 10:06:58 PM  
**Subject:** FW: URGENT REQUEST: Call Request August 10,11,12,13,14, Gold King Mine EPA Media Update, Owner # 2173097

FYSA – Ron can also help push this along

**From:** Gray, David  
**Sent:** Sunday, August 09, 2015 5:05 PM  
**To:** 'Robinson, Terrance A.'; 'conferencing@teleconferencingcenter.com'  
**Cc:** Gage, Sherie; Valliere, Natalie; 'Timmons, Toni'; 'Holmes, Cherilyn'; 'Harris, Teneuva'  
**Subject:** URGENT REQUEST: Call Request August 10,11,12,13,14, Gold King Mine EPA Media Update, Owner # 2173097

Can we set this up tonight so I can send out notifications?

**Date:** August 10, 11, 12, 13, 14 /2015  
**Owners Number:** 2173097  
**Leader's Name:** David Gray  
**Leader's Number:** 0297  
**Number of Participants:** 150  
**International Participants:** No  
**Beginning & Ending Time (Eastern Time Zone):** 5 – 6 pm (3 – 4 pm MT-Denver)  
**Subject:** Gold King Mine Release – EPA Media Update

**Contact Person:** David Gray  
**Contact Number:** cell Personal Phone/Ex. 6

**Speakers:**

Shaun McGrath, EPA

Ron Curry, EPA

Jared Blumenfeld, EPA

**Others will be added as scientists are identified.**

**Features:**

Please select the following Features you would like to have provided for your conference.

**Walk through ( yes or no)** an operator will call a day or two in advance to verify all specific details requested on your conference

No

**Recording (Encore, CD or Transcription) Please indicate Yes or No beside the feature of your choice.**

Yes, Encore and downloadable FTP audio file

**Encore-** digitally record your call for anyone who was unable to attend it live or would like to listen again. It's available by dialing a toll free or international toll free number for easy, 24/7 access

**CD-** Capture your recorded event on CD MP3. You will receive your CD by hand delivery per the EPA's Teleconferencing Center within 2 to 3 business days from the day of your conference.

**Transcription-** receive a written record of what was said during the conference via email or hard copy.

**Answer & Question Session-** give your participants the opportunity to ask questions during a conference. Participants indicate that they have a question using their telephone keypad, while the operator manages the question queue in a professional and orderly fashion.

We may have a brief QA session with participants at the end of the conference call.

**Lecture Mode-** mute all participants lines during your presentation to reduce background noise, allowing to deliver your message uninterrupted.

**Communication Line-** Speak with an operator outside of the main conference to convey behind-the-scenes information, orchestrate guest speakers or give timing cues. A communication line makes it easier to manage all the details of a large conference.

**Participants Report-** capture your guests' names, organization, and email address information as they dial into your conference. This list is emailed to you for your reference so you'll know who heard your message, who missed it and with whom to

follow-up.

Yes, send report to [gray.david@epa.gov](mailto:gray.david@epa.gov) in addition to normal distribution

**Approved Participants List**- indicate which participants are schedule to be on the conference when creating your reservation. At the time of the call, only those on the list will be joined to the conference.

**Leaders View** - A web-base interface providing a real time view of participants on the call.

Yes, I will use leaders view during the call to chat with the operator.

If you have any questions please reply back to this email. Thanks.

Natalie Valliere  
ECS Team EPA ITS- ACT Contractor  
Customer Service Representative  
202-384-1330